DEPARTMENT OF GENERAL SERVICES-STATE RECORDS CENTER

SCHEDULE # 2329

RECORDS RETENTION AND DISPOSAL SCHEDULE

PAGE 1 OF 1

DEPARTMENT OF HEALTH & MENTAL HYGIENE

OFFICE OF EMERGENCY PREPAREDNESS AND RESPONSE (OEPR)

Item No.	Series Title and Description of Records	Authorized Retention Period		
	NOTE: Sensitive Information- SHRED			
1	PROGRAM ADMINISTRATIVE FILES A. General subject files containing tech info, program correspondence, speeches, research, contacts, training, etc.	1A. Retain for three (3) years , then destroy if no longer needed.		
	B. Fiscal information including cost estimates, procurement, expenditures, grants etc. (Program related, not administrative costs.)	1B. Retain for four (4) years and until all audit requirements are met, then destroy.		
	C. Inter-office relations including guidelines, memos, notices etc with MEMA, DOJ, DHS, CDC, other emergency response agencies.	1C. File by agency, and retain items for four (4) years , then destroy if no longer needed.		
2	OEPR MANAGEMENT SERIES Plans, protocols, logistics, emergency responses, etc.	2. Move to inactive file when replaced or no longer needed. Transfer inactive files annually to records center for five (5) years , then destroy.		
3	EXERCISE COORDINATION Exercise notices, plans, situation reports, and after action reports	3. File in by kind of exercise, in annual folder. Retain current and three (3) previous years folders in office, then destroy files when four (4) years old, if no longer needed.		
4	MEDICAL INTELLIGENCE SERIES Emergency room reports, CDC notices, etc. (28 CFR 23) (Back up copy at MCAC)	4. Retain in office for five (5) years, then destroy by shredding, if no longer needed.		
5	CONTINUITY OF OPERATIONS PLAN (COOP) Projected operating plans for essential DHMH unit in emergency/disaster situations. Electronic format (Database) (Back up at MEMA). SG10-617(e) and SG10-618 (j).	5. Update electronic copy of plan periodically, replacing back up copy as needed. Destroy back up disk when superseded. Paper copy is used for convenience and is non-record -destroy when no longer needed.		
6.	VOLUNTEER COORDINATION General volunteer information, committee information, task force correspondence, etc.	6. Retain in office for two (2) years. Transfer to Records Center for three (3) years, and then destroy.		
7.	ESF-8 (Emergency Support Function -8) SERIES Includes meeting notice, agenda, notes, and minutes/summary. (Back up copy at MEMA).	7. Retain in office for seven (7) years, then destroy.		
APPROVED BY: (DHMH Official) DATE: MAY 5 2005 AUTHORIZED BY: (Spechives) DATE: MAY 1 2 2005				

APPROVED BY: (DHMH Official) DATE: MAY 5 201

SIGNATURE: Via /h. Kur

NAME/TITLE: LISA KIRK, DPH, Executive Director

SIGNATURE:

NAME/TITLE: EDWARD C PAPENFUSE, JR., State Archivist

DHMH Instructions - Screen non-record materials and separately. Type or print a separate inventory form to each Record Series identified. Each Record Series malso be listed on a Schedule. Forward all Records Inventory forms with the proposed Records Retention Schedule (DGS 550-1) to the DHMH Records	r STATE ust 7275	T OF GENERAL SERVICES RECORDS CENTER WATERLOO ROAD P.O. BOX 275 P, MARYLAND 20794 (410) 799-1379	AGENCY RECORDS INVENTORY	Y	
Management Officer thru your Records Coordinator. 1. Department/Agency	2. Office/Administ	ration/Division (EP+R	3. Unit or Section		
	*•	Preparednes & Re	· · · · · · · · · · · · · · · · ·	:	
DEPT OF HEALTH & MENTAL HYGIENE	ر ر	Û			
DEFINITION - RECORD SERIES - A group of related 4. Record Series Title EP+R Command F			5. Earliest Year/Latest Year toto		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. All Administrative, Subject, Meeting, Correspondence, Personnel, Cran Files for Office of Correspondence, Response. Ger attached list of files					
7. Record Series Format(s) ☑ Letter Size ☐ Microfilm ☑ Legal Size ☐ Computer Tape	8. Record Series S Alphabetica Numerical		9. Volume File Drawer(s) Microfilm Reel(s) Computer Tape(s) Number Other (specify)		
☐ Bound Book ☐ Floppy Disk ☐ Audio Tape ☐ Video Tape ☐ Other (specify)	☐ Chronologii ☐ Geographic ☐ Other (spec	cal	10. Annual Accumulation File Drawer(s) Microfilm Reel(s) Computer Tape(s) Number Other (specify)		
11. File is Used Daily Weekly Monthly		12. File Becomes Inactive	After Month(s) Year(s)		
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplic (If yes, specify agency □ Yes □ I		<u>.</u>	
15. Access Restrictions ☐ Yes (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements (ic, Do I Grant) □ None □ State □ Federal □ Independent			
17. Is an Index System used? (If yes, explain briefly and describe any hardware/software requirements Yes No WAD FILE		18. Recommended Retenti	ion		
19. Name and Title of Preparer Melissa Cusick	20. Room Number Telephone Number		21. Date 4/7/05		

DGS 550-4 (DHMH Rev. 1998)

DHMH Instructions - Screen non-record materials and separately. Type or print a separate inventory form for each Record Series identified. Each Record Series me	STATE F	OF GENERAL SERVICES RECORDS CENTER VATERLOO ROAD	AGENCY RECORDS INVENTORY
also be listed on a Schedule. Forward all Records Inventory forms with the proposed Records Retention Schedule (DGS 550-1) to the DHMH Records Management Officer thru your Records Coordinator.	. JESSUP	P.O. BOX 275 , MARYLAND 20794 110) 799-1379	page 2 of 7
Department/Agency	2. Office/Administra	•	3. Unit or Section
DEPT OF HEALTH & MENTAL HYGIENE	Emergency	Preparedness & Respon	je .
DEFINITION - RECORD SERIES - A group of related	records normally filed and	d used as a unit for reference as	well as retention and disposition purposes.
4. Record Series Title EMERGENC	PANAM Y	EMENT	5. Earliest Year/Latest Year to
6. Record Series Description (Briefly describe the type	es of information/documer	nts/forms found in the series. Inc	clude the purpose or function of the series.)
Responses ESF-	B (Sperat	(2005)	
Plans Logistics			
7. Record Series Format(s)	8. Record Series S	Sequence	9. Volume
☐ Letter Size ☐ Microfilm	☐ Alphabetica	·	☐ Microfilm Reel(s) ☐ Computer Tape(s)
☐ Legal Size ☐ Computer Tape	□ Numerical		Number
☐ Bound Book ☐ Floppy Disk	☐ Chronologic		10. Annual Accumulation
□ Audio Tape □ Video Tape	☐ Geographic	•	☐ File Drawer(s) ☐ Microfilm Reel(s)
□ Other (specify)	☐ Other (spec	ony)	□ Computer Tape(s) Number □ Other (specify)
11. File is Used □ Daily □ Weekly	☐ Monthly	12. File Becomes Inactive Aft Number	er onth(s)
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicat (If yes, specify agency or □ Yes □ No	office)
15. Access Restrictions ☐ Yes ☑ No (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements ☐ None ☐ State	□ Federal □ Independent
17. Is an Index System used? (If yes, explain briefly and describe any hardware)	/software requirements	18. Recommended Retention	n .
☐ Yes ☐ No			
			:
19. Name and Title of Preparer	20. Room Number	532 21	. Date
Lisa Kirk	Telephone Number	767-3541	4/8/05

			• •
DHMH Instructions - Screen non-record materials and separately. Type or print a separate inventory form for each Record Series identified. Each Record Series m	r STATE I	T OF GENERAL SERVICES RECORDS CENTER WATERLOO ROAD	AGENCY RECORDS INVENTORY
also be listed on a Schedule. Forward all Records Inventory forms with the proposed Records Retention Schedule (DGS 550-1) to the DHMH Records Management Officer thru your Records Coordinator.		P.O. BOX 275 P. MARYLAND 20794 410) 799-1379	PAGE 3 OF 7
1. Department/Agency	2. Office/Administra		3. Unit or Section
DEPT OF HEALTH & MENTAL HYGIENE	Emergency	Preparednes & Resp.	ie
DEFINITION - RECORD SERIES - A group of related	J ()	'	
4. Record Series Title	Coordin	ation	5. Earliest Year/Latest Year to
6. Record Series Description (Briefly describe the typ	es of information/docume	nts/forms found in the series. Inc	clude the purpose or function of the series.)
Exercise notices,	plans site	uation reports	and After Action
0	V		
neports The purp	ose is to	improve prepare	dness by identifying
and rectifying s	hortfalls in	emergency resp	dness by identifying ponse plans.
7. Record Series Format(s)	8. Record Series S	· ·	9. Volume
to Letter Size ☐ Microfilm	☐ Alphabetica	al	File Drawer(s) Microfilm Reel(s)
☐ Legal Size ☐ Computer Tape	□ Numerical	•	Computer Tape(s)
☐ Bound Book ☐ Floppy Disk	Chronologic	cal	
☐ Audio Tape ☐ Video Tape	☐ Geographic	cal	10. Annual Accumulation ☐ File Drawer(s)
☐ Other (specify)	☐ Other (spec	cify)	☐ Microfilm Reel(s) ☐ Computer Tape(s)
	·		Number
11. File is Used ☐ Daily ☐ Weekly	☐ Monthly	12. File Becomes Inactive Af	ter lonth(s)
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplica (If yes, specify agency or ☐ Yes ☐ No	office)
15. Access Restrictions ☐ Yes ☐ No (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements ☐ None ☐ State ☐ Federal ☐ Independent	
Is an Index System used? (If yes, explain briefly and describe any hardware/software requirements)		18. Recommended Retention	n
□ Yes □ No			
			:
19. Name and Title of Preparer	20. Room Number		. Date
Dorothy Paugh		410-767-4124	4/7/05

			• •
DHMH Instructions - Screen non-record materials and list separately. Type or print a separate inventory form for each Record Series identified. Each Record Series must	STATE	T OF GENERAL SERVICES RECORDS CENTER WATERLOO ROAD	AGENCY RECORDS INVENTORY
also be listed on a Schedule. Forward all Records Inventory forms with the proposed Records Retention Schedule (DGS 550-1) to the DHMH Records Management Officer thru your Records Coordinator.	JESSU	P.O. BOX 275 P. MARYLAND 20794 410) 799-1379	PAGE 4 OF Z
Department/Agency	2. Office/Administr		3. Unit or Section
DEPT OF HEALTH & MENTAL HYGIENE	Emergency	Preparednes & R	espate
DEFINITION - RECORD SERIES - A group of related reco	ords normally filed an	od used as a unit for reference	e as well as retention and disposition purposes.
4. Record Series Title	NTEU	ICENE	5. Earliest Year/Latest Yearto
6. Record Series Description (Briefly describe the types of	information/docume	ents/forms found in the series	Include the purpose or function of the series.)
Potentially classified or "for of	ficial use o	nly" documents.	
		•	
		•	
	r		
7. Record Series Format(s)	8. Record Series S	Sequence	9. Volume File Drawer(s)
☑ Letter Size ☐ Microfilm	☑ Alphabetica	ai	☐ Microfilm Reel(s) ☐ Computer Tape(s)
☐ Legal Size ☐ Computer Tape	Numerical		Number
☐ Bound Book ☐ Floppy Disk	☐ Chronologic	cal .	40. Assumble to the second state of the second
☐ Audio Tape ☐ Video Tape	☐ Geographic	al	10. Annual Accumulation File Drawer(s) Microfilm Reel(s)
□ Other (specify)	☐ Other (spec	cify)	Computer Tape(s)
·			Number
11. File is Used ☐ Daily ☐ Weekly ☐	Monthly	12. File Becomes Inactive	e After Month(s) Year(s)
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☑ Yes □ No △ΛΟΑ	
15. Access Restrictions ☐ Yes ☐ No		16. Audit Requirements	
(If Yes, cite Law(s) & Regulation(s)		☑ None ☐ State ☐ Federal ☐ Independent	
28CFR PART 23			
17. Is an Index System used? (If yes, explain briefly and describe any hardware/softw	are requirements	18. Recommended Reter	ntion
□ Yes ☑ No	·		
		5 year	~ s
19. Name and Title of Preparer 20. F	Room Number	JI	21. Date
Reginald L. Booker	elephone Number 3	301-586-4664	1 1 2-
Senior Public Health Analyst Telephone Number 301-586-4664 4-4-05 DGS 550-4 (DHMH Rev. 1998)			

DHMH Instructions - Screen non-record materials and I separately. Type or print a separate inventory form for each Record Series identified. Each Record Series musulso be listed on a Schedule. Forward all Records Inventory forms with the proposed Records Retention	STATE R 7275 W P	OF GENERAL SERVICES RECORDS CENTER /ATERLOO ROAD .O. BOX 275 , MARYLAND 20794	AGENCY RECORDS INVENTORY
Schedule (DGS 550-1) to the DHMH Records Management Officer thru your Records Coordinator.		10) 799-1379	PAGE PAGE
1. Department/Agency	2. Office/Administra		3. Unit or Section
DEPT OF HEALTH & MENTAL HYGIENE	Emergency	Preparedness & Respon	ė
DEFINITION - RECORD SERIES - A group of related r	ecords normally filed and	d used as a unit for reference as v	well as retention and disposition purposes.
4. Record Series Title COOP / C	00		5. Earliest Year/Latest Year 2004 to present
6. Record Series Description (Briefly describe the types	s of information/documen	nts/forms found in the series. Incl	ude the purpose or function of the series.)
Continuity of Operations (COOP)) plans for the	Department and a	there related Emergency
Preparedness information, in pa	per & electron	nic form.	J
•			
7. Record Series Format(s)	8. Record Series S	equence	9. Volume
☐ Letter Size ☐ Microfilm	☐ Alphabetical		File Drawer(s) Microfilm Reel(s)
☐ Legal Size ☐ Computer Tape	☐ Numerical		☐ Computer Tape(s) Number ☐ Other (specify)
☐ Bound Book ☐ Floppy Disk	☐ Chronologic	al .	
☐ Audio Tape ☐ Video Tape	☐ Geographica	al .	10. Annual Accumulation □ File Drawer(s)
☐ Other (specify)	☐ Other (specify)		☐ Microfilm Reel(s) ☐ Computer Tape(s)
			Number
11. File is Used ☐ Daily ☐ Weekly ☐ Monthly		12. File Becomes Inactive After	
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicate (If yes, specify agency or □ Yes No	
15. Access Restrictions ★ Yes □ No		16. Audit Requirements	
(If Yes, cite Law(s) & Regulation(s) Md Coole Ann., Stage Gov't & 10	-617(e)\$ 10-618(j)	X None □ State	□ Federal □ Independent
17. Is an Index System used? (If yes, explain briefly and describe any hardware/s	oftware requirements	18. Recommended Retention	
□ Yes □ No		6 years	
		,	•
19. Name and Title of Preparer	20. Room Number	21	Date
Keith Tobias		110-767-6486	4/1/05
Melin lanim		1-1-0700	1/ 1/00

	•		
DHMH Instructions - Screen non-record materials and separately. Type or print a separate inventory form for each Record Series identified. Each Record Series mu	STATE	OF GENERAL SERVICES RECORDS CENTER VATERLOO ROAD	AGENCY RECORDS INVENTORY
also be listed on a Schedule. Forward all Records Inventory forms with the proposed Records Retention Schedule (DGS 550-1) to the DHMH Records Management Officer thru your Records Coordinator.	JESSUP	P.O. BOX 275 P. MARYLAND 20794 410) 799-1379	PAGE 6 7
Department/Agency	2. Office/Administra	ation/Division	3. Unit or Section
DEPT OF HEALTH & MENTAL HYGIENE	Emergency	Preparedness & Respon	Je
DEFINITION - RECORD SERIES - A group of related	J ()	,	
4. Record Series Title Voluntee	Coor	dination	5. Earliest Year/Latest Year to
6. Record Series Description (Briefly describe the type	es of information/docume	nts/forms found in the series. Inc	clude the purpose or function of the series.)
Gen Vol. informa tro. Committee informat Gen Cours pondera Grants Task force correspond			
7. Record Series Format(s)	8. Record Series S	Sequence	9. Volume
☐ Letter Size ☐ Microfilm	☐ Alphabetica	al	☐ File Drawer(s) ☐ Microfilm Reel(s)
☐ Legal Size ☐ Computer Tape	□ Numerical		Number □ Computer Tape(s) □ Other (specify)
☐ Bound Book ☐ Floppy Disk	☐ Chronologic	cal	10. Annual Accumulation ☐ File Drawer(s)
□ Audio Tape □ Video Tape	☐ Geographic	cal .	
☐ Other (specify)	☐ Other (spec	cify)	☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)
11. File is Used □ Daily □ Weekly	☐ Monthly	12. File Becomes Inactive Aff	ter onth(s) Year(s)
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicat (If yes, specify agency or □ Yes □ No	office)
15. Access Restrictions ☐ Yes ☐ No (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements ☐ None ☐ State ☐ Federal ☐ Independent	
17. Is an Index System used? (If yes, explain briefly and describe any hardware/software requirements)		18. Recommended Retention	n .
□ Yes □ No			
19. Name and Title of Preparer	20. Room Number	21	. Date
Joan Lawrence	Telephone Number	410-767-7772	4/7/05

<u>DHMH Instructions</u> - Screen non-record materials and lis separately. Type or print a separate inventory form for each Record Series identified. Each Record Series must also be listed on a Schedule. Forward all Records	DEPARTMENT OF GENERAL SERVICES . STATE RECORDS CENTER 7275 WATERLOO ROAD P.O. BOX 275		S AGENCY RECORDS INVENTORY
Inventory forms with the proposed Records Retention Schedule (DGS 550-1) to the DHMH Records Management Officer thru your Records Coordinator.	JESS	UP, MARYLAND 20794 (410) 799-1379	PAGE 7 OF 7
Department/Agency	2. Office/Admini	stration/Division	3 Unit or Section
DEPT OF HEALTH & MENTAL HYGIENE	OFFICE OF	P BITCHESON	
DEFINITION - RECORD SERIES - A group of related rec	cords normally filed	and used as a unit for referen	nce as well as retention and disposition purposes.
A Record Series Title ESP-8			5. Earliest Year/Latest Year
Energency Support Function	8 (PUb/1	c Heath & Medic	<u>* / / / </u>
6. Record Series Description (Briefly describe the types of Meeting Agendes Meeting Notes Meeting Notices Meeting Notices	in information/docum	nents/forms found in the serie	ss. Include the purpose or function of the series.)
7. Record Series Format(s)	8. Record Series	Sequence	9) Volume 4 BOXES (W)
☑ Letter Size ☐ Microfilm	☐ Alphabetic		File Drawer(s) Microfilm Reel(s)
☐ Legal Size ☐ Computer Tape	□ Numerical		Number
☐ Bound Book ☐ Floppy Disk	Chronolog		Nambel Other (specify)
☐ Audio Tape ☐ Video Tape	☐ Geograph		10. Annual Accumulation
□ Other (specify)	☐ Other (spe	•	☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)
11. File is Used □ Daily □ Weekly ⊡∕	Monthly	12. File Becomes Inactiv	re After Month(s) Year(s)
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Dup (If yes, specify agend 文 Yes	Dicated Elsewhere? Mayland Energy acy or office) No Management
Access Restrictions		6 Audit Requirements □ None □ Sta	te
17. Is an Index System used? (If yes, explain briefly and describe any hardware/softw		18 Recommended Rete	ntion
□ Yes ⊠ No	are requirements	7. years	r
Varid Carney	Room Number	117	21. Date 5-2-05
GS 550-4 (DHMH Rev. 1998)		x75765	